USER MANUAL

VIATECH®
PUBLISHING SOLUTIONS

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VPX OVERVIEW

With ViaTech Publishing Express, online document ordering and printing has just become faster and easier. That's because it gives you and your staff the ability to order, create and monitor your own documents in a matter of minutes, as well as build a library of existing documents that you can access anytime. Create a single document, build a brochure, add tabs, choose binding and cover styles. It's all in your control.

The VPX system also reduces your overall printing and delivery costs, and eliminates waste by allowing you to order only what you need. It's the answer that provides your company with a secure automated online print ordering system that anyone in your company can access and anyone can use. All you need is a password.

There are two sections to VPX, Find & Print and Create & Print. Find & Print is a catalog of corporate documents and supplies you can order direct. You select from available items to order and ship. Create & Print is a web-based document-building program where you upload PDF files and create new customized documents, which you can then order and ship from your computer. You can also reorder from your personal library of saved documents

FIND & PRINT PROCESS OVERVIEW*

Find & Print is a catalog of corporate documents and supplies you can order direct. Select from available items to order and ship.

PROCESS:

1. Get set up by ViaTech sales representative, receive your user name and password.
2. Login.
3. Choose Find & Print.
4. Find items in the "catalog" to purchase. You can search by part number and part description. Click on a "unit price" to add to your shopping cart.
5. Add additional items to your cart via catalog(s), or proceed to check out.
6. Enter payment/ordering information, shipping information, and other pertinent information.
7. Confirm your order with a detailed summary. You can modify your order here if necessary.
8. Send your order and receive confirmation number.

CREATE & PRINT PROCESS OVERVIEW*

Create & Print is a web-based document building program where you upload PDF files and create new customized documents which you can order and ship from your computer. You can also reorder from your personal library of saved documents.

PROCESS:

1. Get set up by ViaTech sales representative, receive your user name and password.
2. Login.
3. Choose Create & Print.
4. Upload your files.
5. Save your files.
6. Add files from the File Drawer into Start A Document.
7. Start a new document by combining documents and choosing paper and print options; or select just one document, choose paper and print options, and continue. You can either save the new document here or continue to the Create A Document page.
8. At the Create A Document page you can add options to create a custom document. Save to the File Drawer or add to your Shopping Cart.
9. Enter payment/ordering information, shipping information, and other pertinent information.
10. Confirm your order with a detailed summary. You can modify your order here if necessary.
11. Send your order and receive confirmation number.

* Specific options may vary depending on an account set-up.

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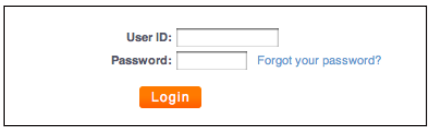
VPX STEP-BY-STEP - FIND & PRINT*

1

LOGIN

Enter your User ID and Password.



2

FIND & PRINT

Click Enter

3

GETTING STARTED

In Find & Print, you can search for the documents you want by part number or part description.

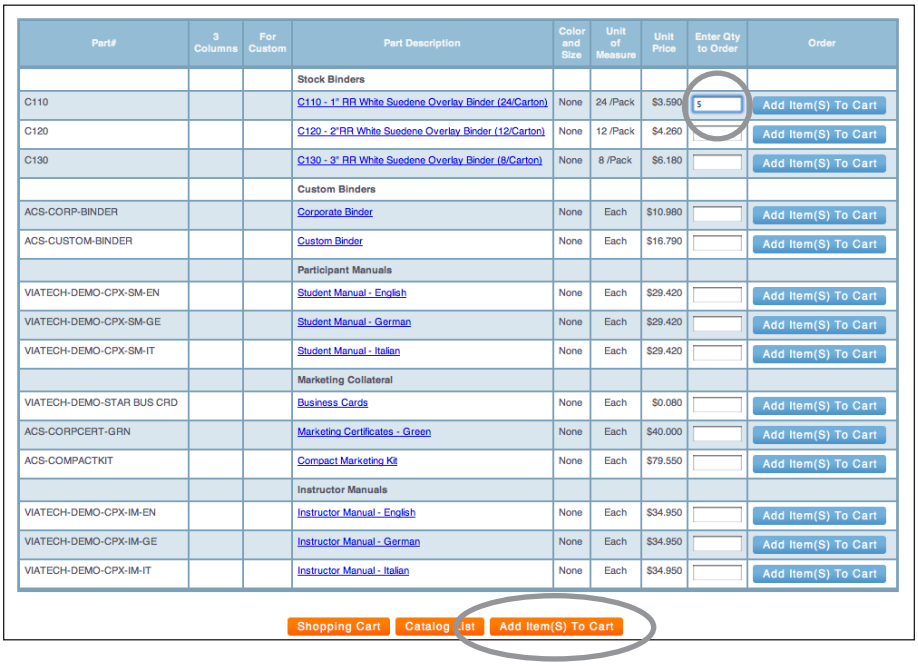
You can also browse All Catalogs to find your desired document.

4

SEARCH RESULTS

Once you find the item or items you want, select the quantity. You can add items to your cart one at a time or if you need multiple items, select quantities for all those products, then click Add Item(S) To Cart.

Note: To view the image of item, click on Part Description link.


Part#
3 Columns
For Custom
Part Description
Color and Size
Unit of Measure
Unit Price
Enter Qty to Order
Order
Stock Binders
C110 C110 - 1" RR White Suedene Overlay Binder (24/Carton) None 24 /Pack $3.590 Add Item(S) To Cart
C120 C120 - 2"RR White Suedene Overlay Binder (12/Carton) None 12 /Pack $4.260 Add Item(S) To Cart
C130 C130 - 3" RR White Suedene Overlay Binder (8/Carton) None 8 /Pack $6.180 Add Item(S) To Cart
Custom Binders
ACS-CORP-BINDER Corporate Binder None Each $10.980 Add Item(S) To Cart
ACS-CUSTOM-BINDER Custom Binder None Each $16.790 Add Item(S) To Cart
Participant Manuals
VIATECH-DEMO-CPX-SM-EN Student Manual - English None Each $29.420 Add Item(S) To Cart
VIATECH-DEMO-CPX-SM-GE Student Manual - German None Each $29.420 Add Item(S) To Cart
VIATECH-DEMO-CPX-SM-IT Student Manual - Italian None Each $29.420 Add Item(S) To Cart
Marketing Collateral
VIATECH-DEMO-STAR BUS CRD Business Cards None Each $0.080 Add Item(S) To Cart
ACS-CORPCERT-GRN Marketing Certificates - Green None Each $40.000 Add Item(S) To Cart
ACS-COMPACTKIT Compact Marketing Kit None Each $79.550 Add Item(S) To Cart
Instructor Manuals
VIATECH-DEMO-CPX-IM-EN Instructor Manual - English None Each $34.950 Add Item(S) To Cart
VIATECH-DEMO-CPX-IM-GE Instructor Manual - German None Each $34.950 Add Item(S) To Cart
VIATECH-DEMO-CPX-IM-IT Instructor Manual - Italian None Each $34.950 Add Item(S) To Cart
Shopping Cart
Catalog
Add Item(S) To Cart

* Specific options may vary depending on an account set-up.

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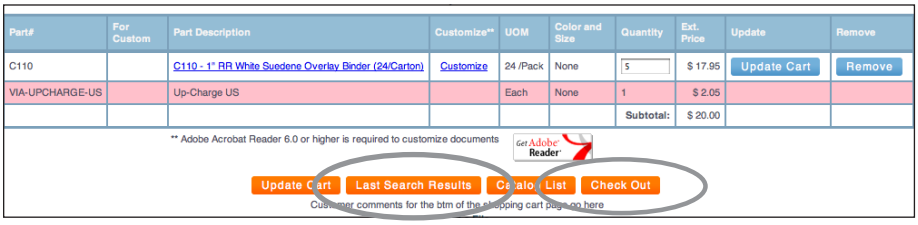
5

SHOPPING CART

Here you can update quantities or remove items from your cart. If you want to add additional products, click on **Last Search Results** and it will return you to that page with all items still in your cart.



Multiple documents can be added and processed on the same order. If your order appears complete, you can **Check Out**.

6

CHECK OUT AND SHIPPING INFORMATION

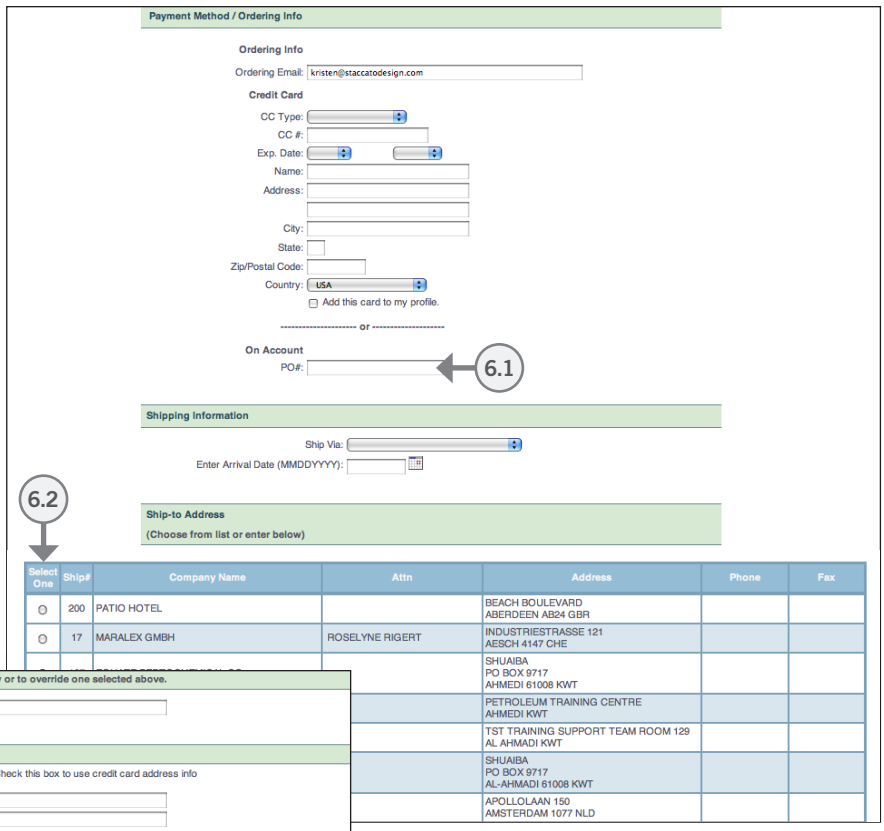
Add billing and shipping information such as ship-to addresses, shipping method and arrival dates and times here. There will be an opportunity to change this later should the need occur.

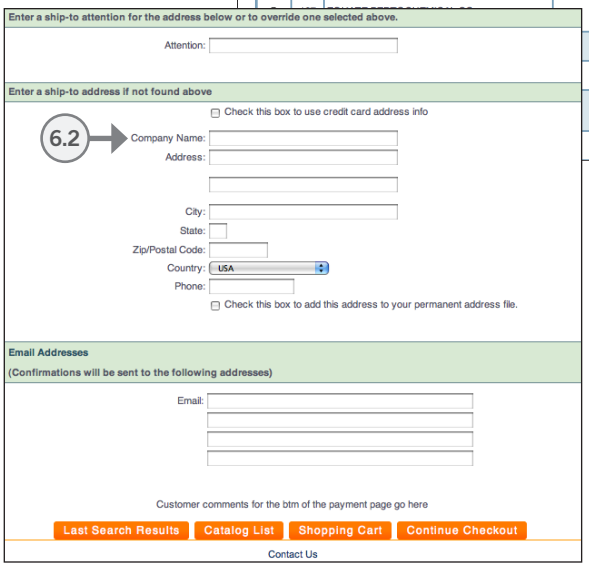
6.1 BILLING

Depending on your account set-up, choose your billing method, then enter credit card or purchase order and cost code information.

6.2 SHIPPING

Select a shipping address from the provided list or enter shipping information below.




Enter a ship-to attention for the address below or to override one selected above.
Attention:
Enter a ship-to address if not found above
Check this box to use credit card address info
6.2
Company Name:
Address:
City:
State:
Zip/Postal Code:
Country: USA
Phone:
Check this box to add this address to your permanent address file.
Email Addresses
(Confirmations will be sent to the following addresses)
Email:
Customer comments for the btm of the payment page go here
Last Search Results
Catalog List
Shopping Cart
Continue Checkout
Contact Us

* Specific options may vary depending on an account set-up.

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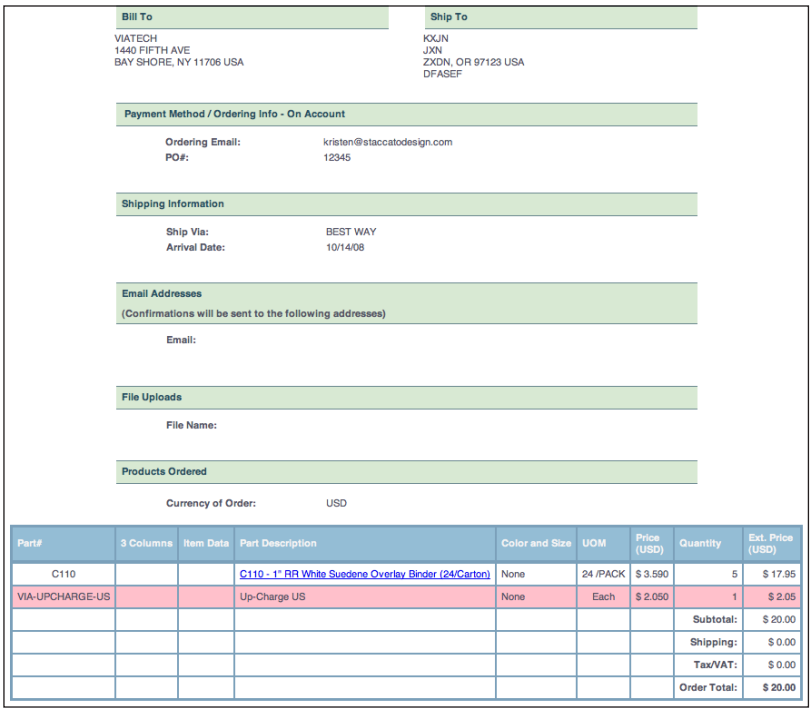
7

CONFIRM ORDER

Detailed summary of current order. Shows all documents included in order, shipping information for each document, billing information for the order, optional order information and instructions. This is your last chance to modify your order in any way before purchasing.



Bill To

VIATECH
1440 FIFTH AVE
BAY SHORE, NY 11706 USA

Ship To

KXJN
JXN
ZXDN, OR 97123 USA
DFASEF

Payment Method / Ordering Info - On Account

Ordering Email: kristen@staccatodesign.com
PO#: 12345

Shipping Information

Ship Via: BEST WAY
Arrival Date: 10/14/08

Email Addresses
(Confirmations will be sent to the following addresses)

Email:

File Uploads

File Name:

Products Ordered

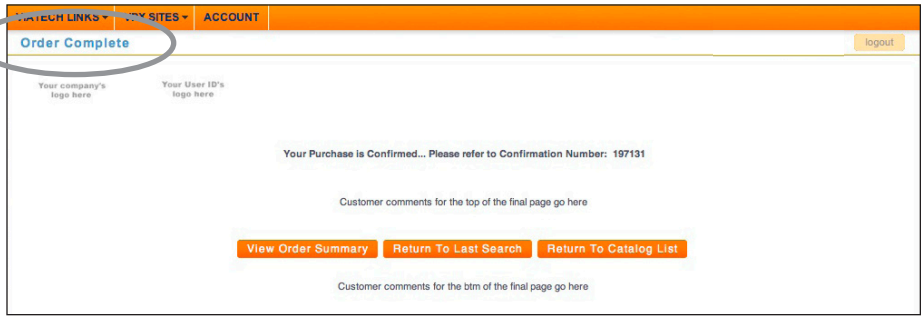
Currency of Order: USD

Part#	3 Columns	Item Data	Part Description	Color and Size	UOM	Price (USD)	Quantity	Ext. Price (USD)
C110			C110 - 1" RR White Suedene Overlay Binder (24/Carton)	None	24 /PACK	$ 3.590	5	$ 17.95
VIA-UPCHARGE-US			Up-Charge US	None	Each	$ 2.050	1	$ 2.05
							Subtotal:	$ 20.00
							Shipping:	$ 0.00
							Tax/VAT:	$ 0.00
							Order Total:	$ 20.00

8

ORDER COMPLETE

Your order has been sent and confirmed. A confirmation number is given to reference your order for future reference and reorders.


ACCOUNT
Order Complete
logout
Your company's logo here
Your User ID's logo here
Your Purchase is Confirmed... Please refer to Confirmation Number: 197131
Customer comments for the top of the final page go here
View Order Summary
Return To Last Search
Return To Catalog List
Customer comments for the btm of the final page go here

* Specific options may vary depending on an account set-up.

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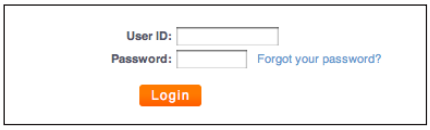
VPX STEP-BY-STEP - CREATE & PRINT*

1

LOGIN

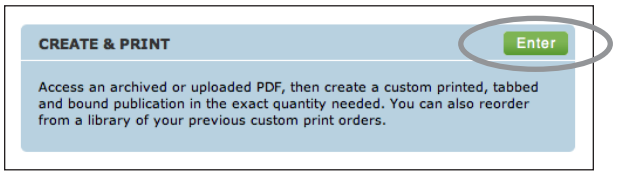
Enter your User ID and Password.



2

CREATE & PRINT

Click Enter.


CREATE & PRINT
Enter
Access an archived or uploaded PDF, then create a custom printed, tabbed and bound publication in the exact quantity needed. You can also reorder from a library of your previous custom print orders.

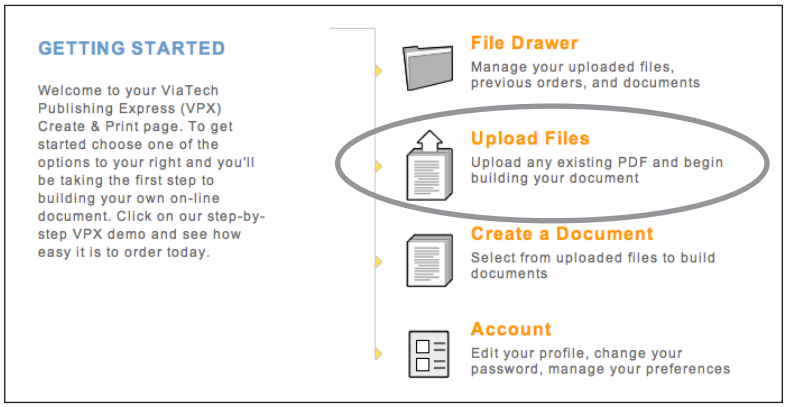
3

GETTING STARTED

File Drawer, Upload Files,
Create a Document, Account

Upload Files

Click Upload Files to begin with new PDFs.


GETTING STARTED
Welcome to your ViaTech Publishing Express (VPX) Create & Print page. To get started choose one of the options to your right and you'll be taking the first step to building your own on-line document. Click on our step-by-step VPX demo and see how easy it is to order today.
File Drawer
Manage your uploaded files, previous orders, and documents
Upload Files
Upload any existing PDF and begin building your document
Create a Document
Select from uploaded files to build documents
Account
Edit your profile, change your password, manage your preferences

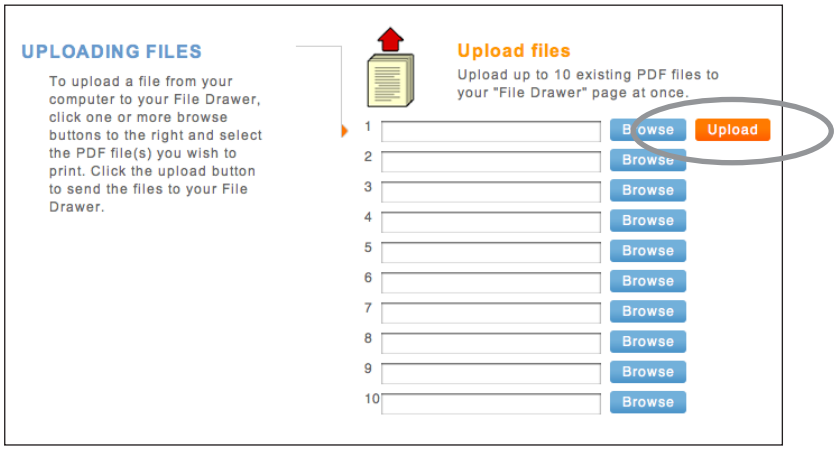
4

UPLOAD FILES

Follow instructions and upload files.

Click Upload after you have selected all the PDFs you wish to upload.

When the files are done uploading, the File Drawer page will automatically open.


UPLOADING FILES
To upload a file from your computer to your File Drawer, click one or more browse buttons to the right and select the PDF file(s) you wish to print. Click the upload button to send the files to your File Drawer.
Upload files
Upload up to 10 existing PDF files to your "File Drawer" page at once.
Browse
Upload
1
2
3
4
5
6
7
8
9
10

* Specific options may vary depending on an account set-up.

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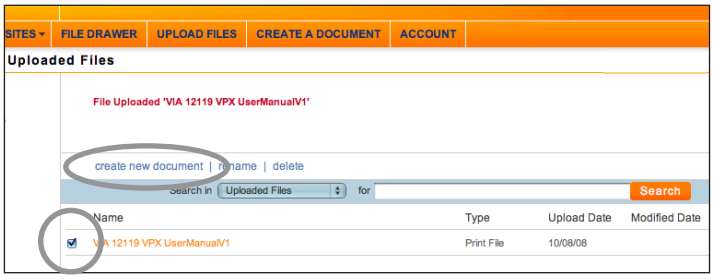
5

FILE DRAWER

☑ Click the box to the left of the files you want to include in the document.

Click create new document in the navigation bar directly above the files you have selected. The New Document page will automatically open.

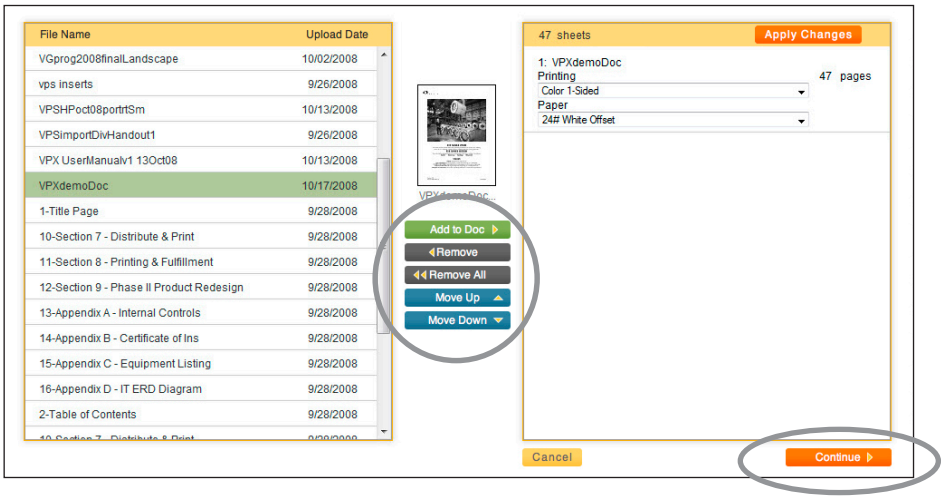


6

NEW DOCUMENT

Add to Doc ▸ Start a document by adding document files from the left hand column (File Pane) to the right hand column (Document Pane). Files can be added, removed and moved up or down to create the content order you want.

When you've added the files you want, and selected the various printing and paper choices for each file, click Continue ▸ to begin creating a document.

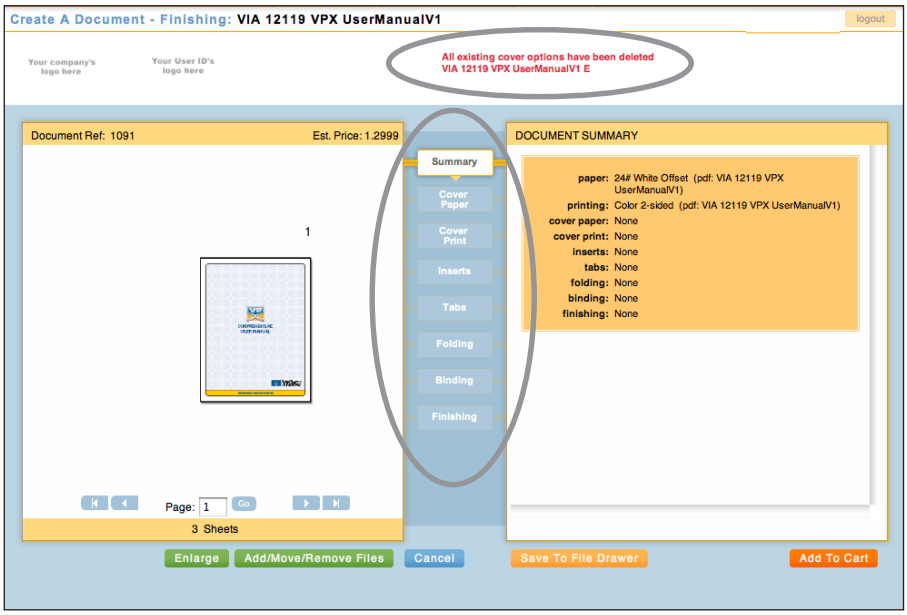


7

CREATING A DOCUMENT - FINISHING

To finish creating a document, begin selecting your options via the center navigation. When you first come to the Create A Document page, you will see in the right hand options pane a summary of the files you have chosen to create your document. The left hand pane will show a page-by-page thumbnail of the combined files. Choose the options you want to include in your document.

If you forget to choose a required option, a note will appear to remind you to make a selection before moving on to the next option.



* Specific options may vary depending on an account set-up.

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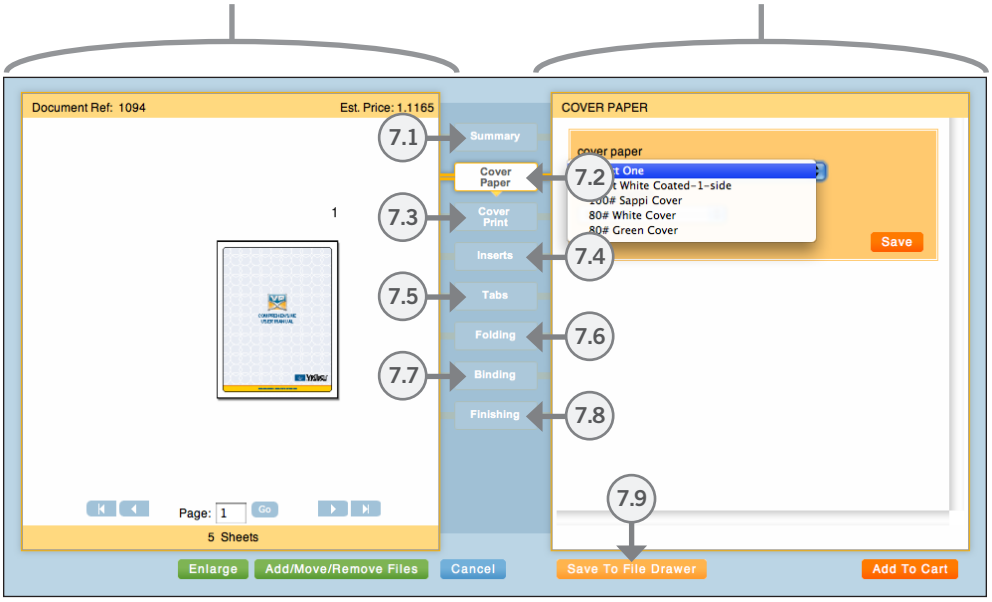
7 CONTINUED

THUMBNAIL PANE

This pane shows a continuously-updated thumbnail of the document you're working on. It shows paper choice, binding, tabs, folds, cover options, and more, as well as estimated price per unit. You may flip through the document page by page, jump to the first or last page, or jump to a page by typing the page number.

OPTION PANE

In the Option Pane (right side) you choose from various options via pull-down menus and clickable buttons to create your custom document. The Option Pane also includes a summary that shows a continuously-updated list of the options you've chosen for your document.



7.1 SUMMARY

Shows a detailed summary of your current document. It shows the options you've chosen and can be clicked on at any step in the Create A Document process to see a written summary.

7.2 COVER PAPER

Here you can choose from several options of cover weight paper stock for your first and last pages.

7.3 COVER PRINT

Choose the printing options for your covers. You can select color, black and white, front cover only, back cover only, or both.

7.4 INSERTS

Place blank pages into your document and choose from several paper options including white, blue, green and yellow. You can place one insert page or multiple insert pages exactly where you want them.

7.5 TABS

Insert tabbed pages where you want. Choose the tab type, orientation and position. You can also print on the tabs, choose font, font size and enter up to two lines of text.

7.6 FOLDING

Here you can choose from various folds, as well as select the pages to be folded.

7.7 BINDING OPTIONS

Select from several binding options. Note: there may be limitations based on the page count.

7.8 FINISHING

Choose from options such as shrink wrapping, chip board backing and more.

7.9 ADD TO CART OR SAVE TO FILE DRAWER

You will be directed to the Save Documents page. Here you have the option to name and save your document, or if you choose not to save the document here, you will go directly to the Shopping Cart and your document will be accessible from the Previous Orders folder in your File Drawer after you have completed the ordering process.

* Specific options may vary depending on an account set-up.

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8

SHOPPING CART AND SHIPPING INFORMATION

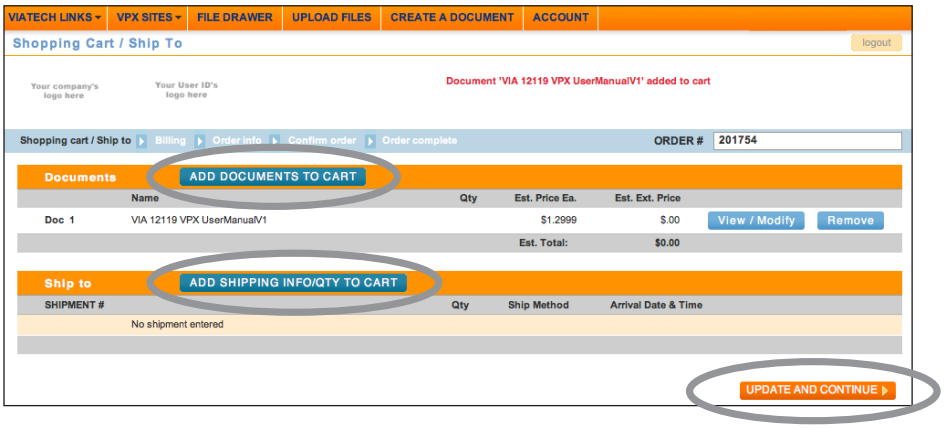
Process your existing order and/or add additional documents to your shopping cart.

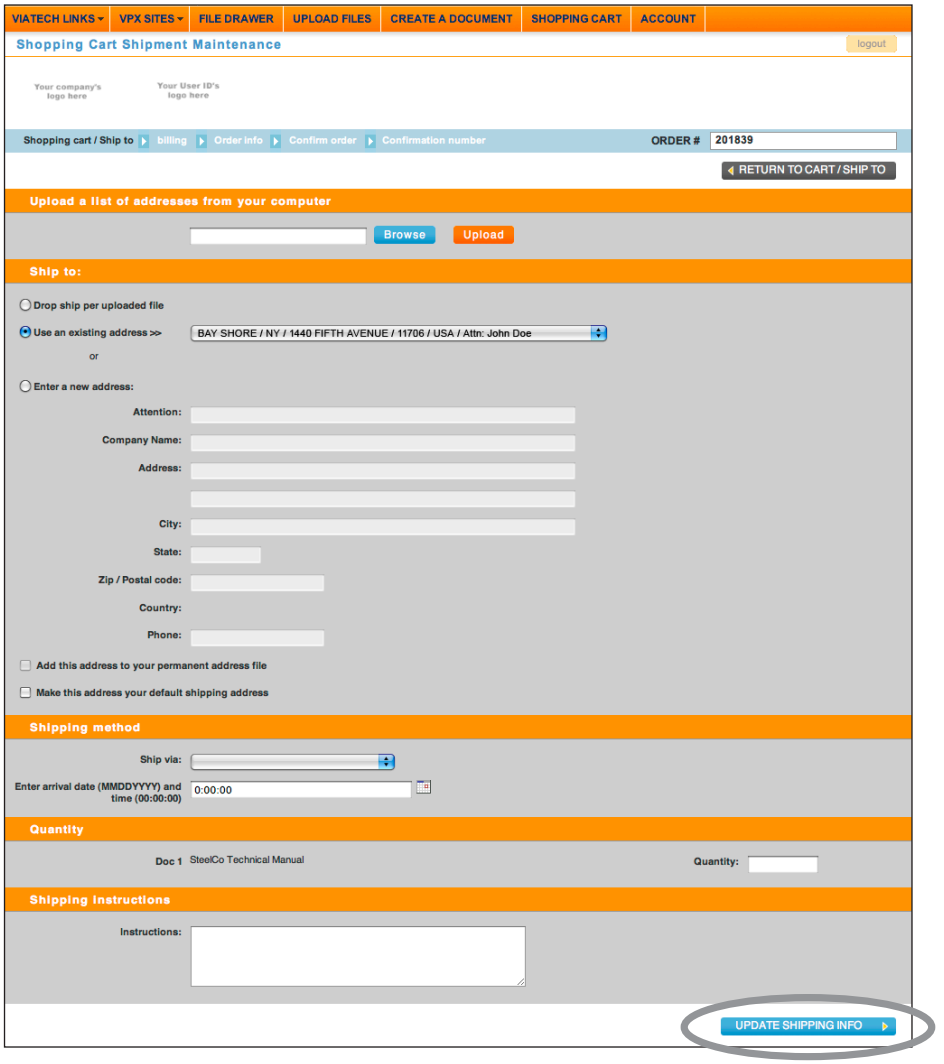
ADD DOCUMENTS TO CART Multiple documents can be added and processed on the same order. Add shipping info and quantity for each document. Ship-to addresses, shipping method and arrival dates and times can be modified.

In order to add shipping information and quantity, click ADD SHIPPING INFO/QTY TO CART.

Ship-to addresses, shipping method, arrival dates and times can be modified here. Note that multiple document orders can be shipped to multiple locations with varying quantities and delivery dates. After completing this section click UPDATE SHIPPING INFO.

After completing and reviewing each section, continue to the next step by clicking UPDATE AND CONTINUE.





* Specific options may vary depending on an account set-up.

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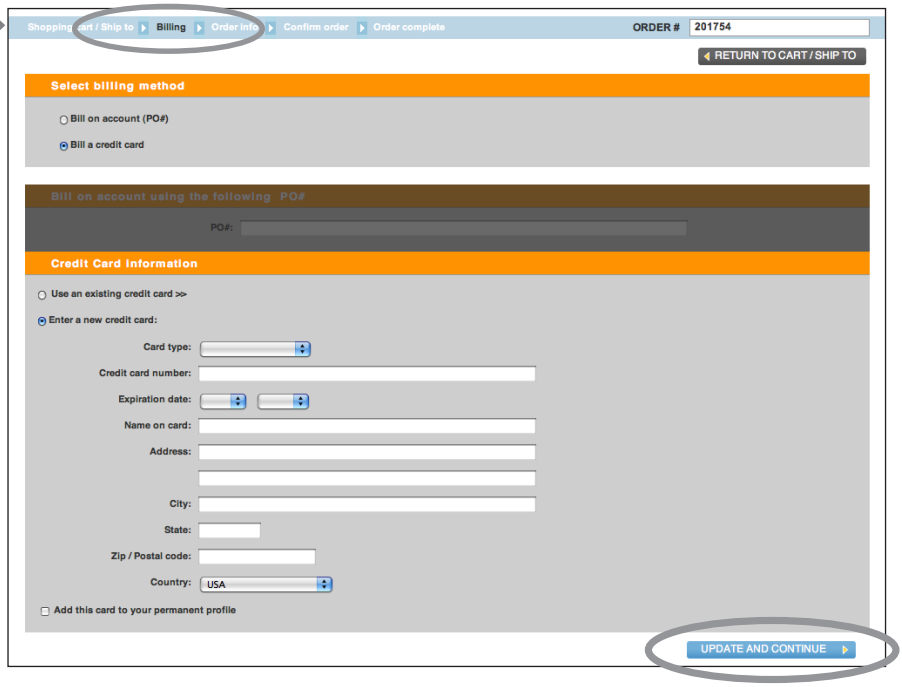
8 CONTINUED

8.1 BILLING

Depending on your account set-up, choose your billing method, then enter credit card or purchase order and cost code information. Note: If you have the option to add a credit card for billing, you may check the box to securely add the card to your account for future use.

Click UPDATE AND CONTINUE to proceed to next step.

8.1

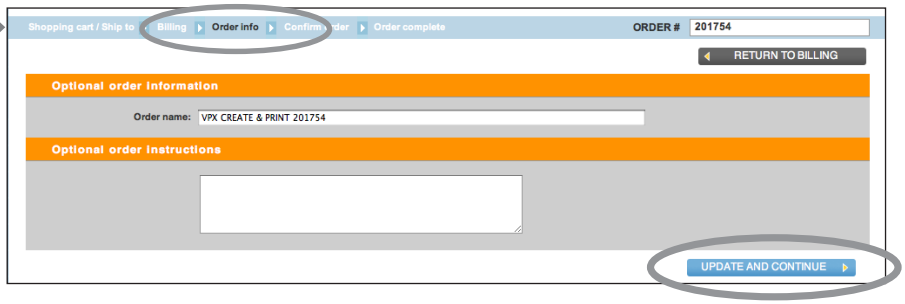


8.2. ORDER INFORMATION

View order name and number and add optional order instructions. Create a unique document name or use default name.

Click UPDATE AND CONTINUE to proceed to next step.

8.2



* Specific options may vary depending on an account set-up.

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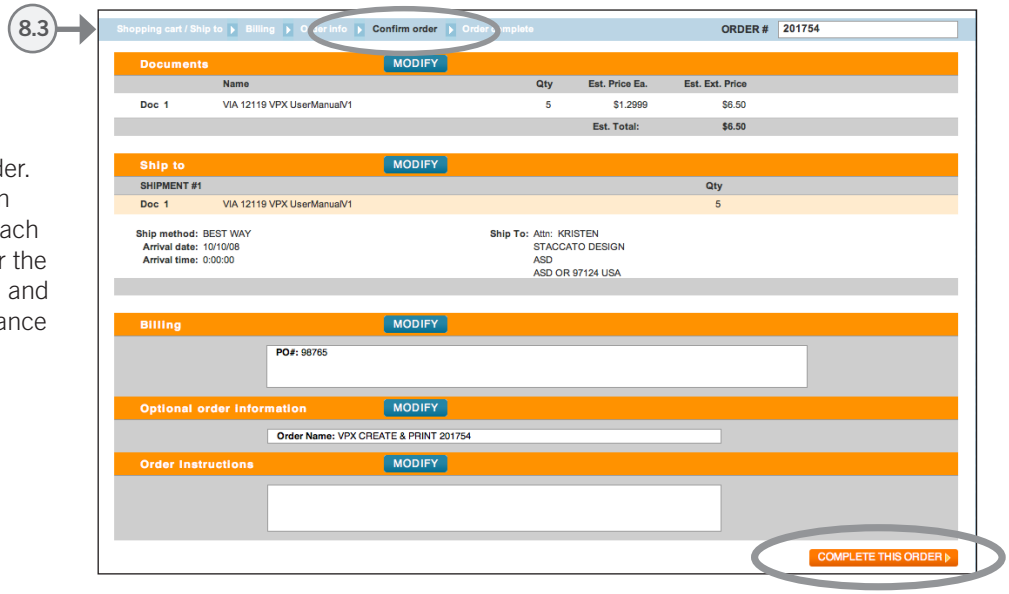
8 CONTINUED

8.3. CONFIRM ORDER

Detailed summary of current order. Shows all documents included in order, shipping information for each document, billing information for the order, optional order information and instructions. This is your last chance to modify your order in any way before purchasing.

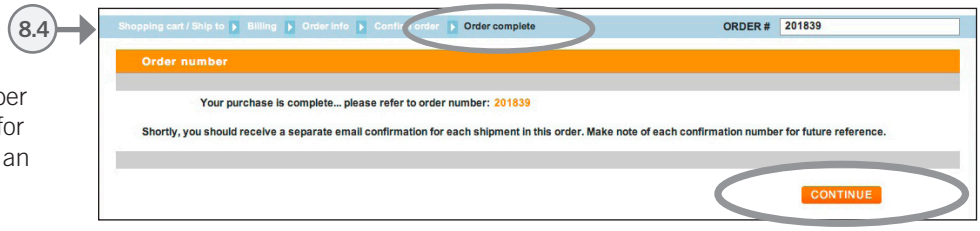
Click COMPLETE THIS ORDER to continue to the final step.



8.4. ORDER COMPLETE

Your order has been sent and confirmed. A confirmation number is given to reference your order for future inquiries. You will receive an email confirmation.

Click CONTINUE. You will be returned to the File Drawer Page or may log out.


8.4
Shopping cart / Ship to
Billing
Order info
Order complete
ORDER # 201839
Order number
Your purchase is complete... please refer to order number: 201839
Shortly, you should receive a separate email confirmation for each shipment in this order. Make note of each confirmation number for future reference.
CONTINUE

* Specific options may vary depending on an account set-up.

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